



Bylaws of the Coastal Regional Commission
Advisory Council on Historic Preservation

Article I – NAME AND LOCATION

Section 1. The name of this organization shall be the Coastal Regional Commission Advisory Council on Historic Preservation, hereinafter referred to as the “Advisory Council”.

Section 2. The Council has no office, staff or budget. Its address shall be the Coastal Regional Commission, 127 F Street, Brunswick, GA 31521. The counties represented on the Advisory Council shall be Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long, McIntosh and Screven.

Article II – PURPOSE

Section 1. To review and comment on preservation project plans proposed for the CRC area, and forward these comments through the Executive Director to the CRC Council members, hereinafter referred to as the “Council members”

Section 2. To provide continuing liaison and information services in order to ensure communication of preservation activities to the general public and the appropriate agencies and organizations.

Section 3. To guide and make suggestions, review, recommend and in general advise the Council members on preservation matters in the CRC region.

Section 4. To consider and make recommendations through the Executive Director to the CRC Council members on priorities relevant to the historic preservation program.

Section 5. To examine in detail the various policies and issues involved in the implementation of the program.

Section 6. To consider and make recommendations through the Executive Director to the Council members on all other preservation matters.

ARTICLE III – MEMBERSHIP

Section 1. The Advisory Council shall consist of representatives from the ten counties encompassed within the purview of the Coastal Regional Commission. Duly governing authorities within this jurisdiction will select HPAC members; they may include local government elected officials, members of historical or preservation organizations, Main Street or Better Hometown Managers, or citizens with an interest in historic preservation issues.

Section 2. The Advisory Council may appoint additional members in ex-officio (non-voting) status to represent local, state, or federal entities as it deems necessary.

ARTICLE IV – APPOINTMENTS

Section 1. Upon approval of the bylaws for the Advisory Council on Historic Preservation, an appointment of one qualified member may be made by each county and incorporated city in the CRC ten-county region. Glynn County, Chatham County, and the City of Savannah will each appoint one additional member. Appointments shall be in writing from each government's chief elected official.

Section 2. Permanent ex-officio (non-voting) members appointed by the Advisory Council shall consist of:

- 1) Community Services Planner of the Georgia Historic Preservation Division;
- 2) Executive Director of Historic Savannah Foundation;
- 3) All superintendents of State Historic Sites and National Park Service sites within the ten-county region;
- 4) A representative from Savannah College of Art and Design (SCAD).

Section 3. All appointments shall be for three years on a staggered appointment calendar decided upon by the CRC.

Section 4. Members may be reappointed or new members may be appointed.

Section 5. In the event an appointment is left vacant for any reason, the position may be filled through a new appointment as per Section 1 of this Article for the remainder of the term. Thereafter, the appointment will return to the regular three-year term.

Section 6. The term of membership shall run from July 1 to June 30.

ARTICLE V – OFFICERS

Section 1. Officers shall serve for two (2) years, or until their successors have been elected. No Officer shall hold the same office for more than two (2) consecutive terms.

Election of officers will be held at the Annual Organizational Meeting of the Advisory Council every other year.

Section 2. Officers of the Advisory Council shall be a Chairman, Vice-Chairman, and Secretary who shall be elected every two years from among voting members of the Advisory Council by a majority vote of appointed members present at the Annual Organizational Meeting.

Section 3. The Chairman of the Advisory Council shall preside at all meetings of the Advisory Council. The Chairman may appoint Chairmen of sub-committees.

Section 4. The Vice-Chairman of the Council shall preside at any meeting of the Council in the absence of the Chairman, and in such case, have all the responsibilities and perform all the duties of the Chairman. The Vice Chairman shall have and perform such other duties as may be assigned by the Chairman of the Advisory Council.

Section 5. The Secretary shall cause minutes to be kept at all meetings of the Advisory Council and see that these minutes are distributed to the members of the Advisory Council within a reasonable period of time after each meeting. The Secretary shall preside at all meetings of the Advisory Council in the absence of the Chairman and Vice Chairman and in such cases shall have all the responsibilities and perform all the duties of the Chairman.

Section 6. Special Elections. In the event a vacancy occurs in an office during the year, a special election may be called to fill the unexpired term of the office.

ARTICLE VI – MEETINGS

Section 1. The Annual Organizational meeting of the Advisory Council shall be held during the first quarter of the administrative year. The Advisory Council shall recommend through the Executive Director to the Council members the historic priorities, historic preservation work program, preservation issues and other business for the coming fiscal year.

Section 2. The Advisory Council shall hold meetings quarterly.

Section 3. Special meetings may be called by the Chairman or at the request of ten (10) members of the Advisory Council.

Section 4. Notice of each meeting shall be mailed to members at their last known address.

Section 5. One-third (1/3) of the appointed voting Advisory Council shall constitute a quorum for the transaction of business at any meeting of the Advisory Council. The presence of less than a quorum may adjourn a meeting until such time as a quorum is present.

Section 6. A majority of appointed voting members present, and voting, at a meeting at which a quorum is present, shall be required for approval of any action by the Advisory Council.

Section 7. Each appointed voting member of the Advisory Council is entitled to one (1) vote at any meeting at which he/she is present. No proxy votes shall be allowed.

ARTICLE VII – COMMITTEES

Section 1. Nominating Committee. The Nominating Committee shall be appointed by the Chairman of the Advisory Council and composed of one member from each county participating in the Advisory Council program. The Nominating Committee shall nominate a slate of officers at the Annual Organizational Meeting. Nominations may also be made from the floor at the meeting at which the Nominating Committee makes its recommendations.

Section 2. Committees. The Chairman may appoint special committees. The committees may be countywide or include multi-county areas within the boundaries of the Coastal Regional Commission area. The subcommittees will operate under the bylaws and policies of the Advisory Council and will report their activities to the Advisory Council. The committee may elect officers as necessary to carry out activities assigned to them by the Advisory Council. Once the committee completes its task and reports its findings to the Advisory Council, the committee shall be dissolved.

ARTICLE VIII – DUTIES AND POWERS OF THE COUNCIL

Section 1. The Advisory Council shall prepare annual work programs and projects for the Historic Preservation Planner within the Planning and Governmental Services Department and submit such plans and projects for review through the Executive Director to the CRC Council members for final action.

Section 2. The Advisory Council shall require reports at Advisory Council meetings from any committees appointed.

Section 3. Advisory Council recommendations on preservation matters including preservation projects, preservation activities, and preservation programs to the Council members shall be made in writing and presented at the first public meeting of the CRC following the submission of the recommendations through the Executive Director of the CRC.

Section 4. The Advisory Council shall decide the time and place of the annual meeting of the council.

Section 5. The administrative year of the Advisory Council shall extend from July 1 to June 30.

ARTICLE IX – AMENDMENTS

Section 1. Changes to the bylaws shall be made by recommendation to the CRC Council members through the Executive Director, upon a majority vote of the appointed voting members of the Council present, and voting, at any meeting of the Council at which a quorum is present, and shall take effect upon approval of the CRC Council members.

ARTICLE X – ADOPTION

Section 1. These bylaws shall become effective immediately upon adoption of the Advisory Council and approval by the CRC Council members. All previous bylaws are hereby rescinded.

Effective Date: **August 11th, 2009**